

### WATER UTILITIES DIVISION SECURITY SUPERVISOR

## **Purpose:**

To actively support and uphold the City's stated mission and values. To create and administer the Water Utilities Division security plan. To supervise the Water Utility Division Security Guard staff and to administer security contracts and staff that provide security for the water production facilities and water distribution system and related property.

# **Supervision Received and Exercised:**

Receives general supervision from the Deputy Public Works Director - Water Utilities or designee.

Exercises direct supervision over assigned staff.

## **Essential Functions:**

Duties may include, but are not limited to, the following:

- Assess security programs, operations, processes, equipment and systems; participate in vulnerability assessments with management; read and interpret proposed and existing water utility engineering and architectural plans and specifications and provide input to promote security.
- Establish and cultivate a "culture" of security awareness among all Water Division employees; provide training on matters of security awareness; make security plan presentations to Water Division staff and others as appropriate.
- Work with key Water Division Managers and Supervisors to design security systems, structures, and processes; recommend changes and improvements as appropriate; ensure security programs meet regulatory standards including the EPA's Homeland Security requirements.
- Implement security plan and programs; monitor activities and security plan effectiveness, interface with plant personnel, WUD security staff and WUD management to ensure the integrity of security systems and equipment.

- Administer security contract(s) and oversee staff who control ingress and egress to Water Division facilities; supervise Water Utility Division Security Guard staff who patrol facilities and property to identify and respond to security breaches and call police as needed for resolution.
- Serve as the Water Division's security liaison with Tempe Police Department, outside security agencies (i.e. Water Information Sharing and Analysis Center, FBI), and other City departments as appropriate.
- Write security related proposals and reports; prepare security awareness training materials.
- Participate in budget administration and control for security related cost center(s).
- Maintain a high level of current proficiency in security administration issues by reading and attending related classes and seminars.
- Recommend and assist in the implementation of goals and objectives; establish methods, parameters and schedules for operation and maintenance activities; implement policies and procedures; facilitate and participate in team member's performance evaluations.
- Evaluate operations and activities in assigned areas of responsibility; perform critical analysis of methods and procedures and recommend improvements and modifications.
- Assist and coordinate staff training programs and encourage compliance with existing training and/or certification requirements; facilitate cross training between various skills.
- Respond to general inquiries from the public and other city departments.
- Participate in the selection and training of staff; prepare payroll records, provide or coordinate staff training, work with employee to correct deficiencies; implement discipline procedures and conduct PDP's.
- Perform other duties as assigned.

#### **Minimum Qualifications:**

#### **Experience:**

CITY OF TEMPE
WUD Security Supervisor (continued)

Four years of experience providing and/or coordinating security, including two years of responsible experience coordinating the physical security plan and security operations of a large organization and one year of supervisory experience.

Education:

Equivalent to the completion of the twelfth grade including some training or coursework in industrial security, law enforcement, military practices, or related. An Associate of Art's degree is preferred.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

**Additional Requirements:** 

Must successfully complete and pass a polygraph and background check.

**Examples of Physical and/or Mental Activities:** 

Pending

**Competencies:** 

Pending

Job Code: 277

Status: Exempt/Classified